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**USE CASE SPECIFICATION:  
ISSUE ELECTION CERTIFICATE**

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Texas Department of Public Safety  
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Use Case Specification: Issue Election Certificate



### REVISION HISTORY

Date	Version	Description	Author
10/21/2011	0.1	Initial Draft	Karen Morris
11/04/2011	0.2	Updated 1.1.8.1 to include audit number and EC number	Karen Morris
11/21/2011	0.3	Updated 1.1.5.1, rules 12 and 13 to clarify that the user (not the system) will be scanning the documents	Karen Morris
11/22/2011	0.4	Removed 'age' field from display in 1.1.8.1 Data Source.	Karen Morris
12/1/2011	0.5	Added exit back to View EC screen at end of basic flow	Karen Morris
09/13/2013	1.0	Updated per DLS-2407 to use Home Bound indicator for Election Certificates	Rebecca Roberts

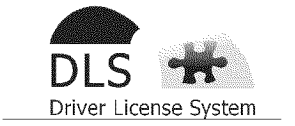


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## 1.1 Use Case: Issue Election Certificate

### 1.1.1 Brief Description

Customers can be processed for Election Certificate (EC) cards in a field office. This use case details the steps and rules associated with processing a Transaction Type = Issue Election Certificate. This process begins when a customer applies for an EC, and ends when the transaction status is "License Production Pending" or "Images Pending" or "Cancelled".

### 1.1.2 Actors

#### 1.1.2.1 Primary Actor

Issuance Technician

### 1.1.3 PreConditions

1.1.3.1 The customer has been deemed eligible for an EC as determined by the Issuance Technician.

### 1.1.4 PostConditions

1.1.4.1 The Transaction Status = "License Production Pending" or "Images Pending" or "Cancelled"

### 1.1.5 Basic Flow

#### 1.1.5.1 Basic Steps

1. The Primary Actor selects to Issue Election Certificate.
2. An EC record has NOT been created in the system (no search results were found during search or the Primary Actor selected to create a new EC record because they determined Search results returned did not belong to the individual). **(A-1)**
3. The Primary Actor enters the following Basic information for the EC record:
  - i. First Name
  - ii. No First Name
  - iii. Middle Name
  - iv. Last Name
  - v. Suffix
  - vi. Social Security Number
  - vii. Date of Birth
4. The Primary Actor enters Physical and Mailing Address Information:
  - i. Physical Street Address 1
  - ii. Physical Street Address 2
  - iii. Physical City
  - iv. Physical State
  - v. Physical Zip Code
  - vi. Physical Zip Code Extension
  - vii. Physical County
  - viii. Physical Country
  - ix. Mailing Street Address 1
  - x. Mailing Street Address 2
  - xi. Mailing City
  - xii. Mailing State

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- xiii. Mailing Zip Code
- xiv. Mailing Zip Code Extension
- xv. Mailing Country
- 5. The Primary Actor enters in Physical Description information:
  - i. Sex
  - ii. Eye Color
  - iii. Hair Color
  - iv. Race
  - v. Height
  - vi. Weight
- 6. The Primary Actor enters in Other information:
  - i. US Citizen
  - ii. Voter Registration
    - 1. Election Judge
    - 2. Voter Status
  - iii. Home Bound
- 7. The Primary Actor submits the information to the system.
- 8. The system creates the EC record and assigns the following information:
  - i. Record Creation Date = Current System Date
  - ii. Record Creation Time = Current System Time
- 9. The system assigns the following information for the transaction:
  - i. Transaction Type = "Issue Election Certificate"
  - ii. Transaction Status = "Images Pending"
  - iii. Application Date = Current System Date
  - iv. Application Time = Current System Time
  - v. User ID
  - vi. Location
  - vii. Request Method = "FIELD"
- 10. The system prompts the Primary Actor to provide the applicant's Photo and Signature and, if Election Certificate is not designated Homebound, the applicant's Thumbprints. *Include UCS Perform ICS Inquiry.*
- 11. The system prompts the user to scan all identification documents.
- 12. The Primary Actor scans the documents.
- 13. The system associates the documents with the EC record.
- 14. The system assigns the following information for the EC transaction:
  - i. Transaction Status = "Completed"
  - ii. Location (Office location where transaction was completed)
  - iii. User ID (user who completed the transaction)
  - iv. Issue Date = Current System Date
  - v. Issue Time = Current System Time
  - vi. Request Method = "FIELD"
- 15. The system calculates the expiration date:
  - i. If the person is 70 years of age or greater, the expiration date is indefinite
  - ii. If the person is less than 70 years of age, the expiration date is 6 years from the person's next birthday
- 16. The system assigns an audit number to the card. *Include UCS Assign Audit Number.*
- 17. The system generates Election Certificate transaction receipt. *Include UCS Generate Transaction Receipt, Alternate flow A-9.*
- 18. The system assigns the following information for the Election Certificate transaction:
  - i. Transaction Status = "License Production Pending"

19. The system records the following data to the Audit Trail:
  - i. User ID
  - ii. Date Stamp
  - iii. Time Stamp
  - iv. EC Number
  - v. Audit Transaction Type = "Issue Election Certificate"
20. The system returns to view EC.
21. The use case ends.

### **1.1.6 Alternative Flows**

#### **1.1.6.1 (A-1) An EC Record exists and the card is being reissued**

1. An EC record has already been created in the system, the Customer holds an EC, and the card is being reissued.
2. The Issuance Technician determines the person is eligible for a new card (e.g., lost card).
3. The system displays the following information related to the election certificate :
  - i. EC Number
  - ii. EC Expiration Date
  - iii. Last Name
  - iv. First Name
  - v. No First Name
  - vi. Middle Name
  - vii. Suffix
  - viii. Date of Birth
  - ix. Social Security Number
  - x. Sex
  - xi. Eye Color
  - xii. Hair Color
  - xiii. Race
  - xiv. Height
  - xv. Weight
  - xvi. US Citizen
  - xvii. Voter Registration
    1. Election Judge
    2. Voter Status
  - xviii. Home Bound
  - xix. EC Physical Address Info
    1. Street Address 1
    2. Street Address 2
    3. City
    4. State
    5. Zip Code
    6. Zip Code Extension
    7. County
    8. Country
  - xx. EC Mailing Address Info
    1. Street Address 1

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2. Street Address 2
3. City
4. State
5. Zip Code
6. Zip Code Extension
7. Country

4. The user edits the information (if needed) and submits. Note: Only those fields that are listed in 1.1.8.1 Original Data Source as being required or optional can be edited.
5. Resume at Step 9 of 1.1.5.1 Basic Flow.

### 1.1.7 Exception Flows

None

### 1.1.8 Data Source

#### 1.1.8.1 Original Data Source

Reference Number	Field	Source	Required/Optional /Display	Field Validation	Record Previous State
<b>Transaction Information</b>					
68	Transaction Type	System	Display		No
69	Transaction Status	System	Display		No
56	Application Date	System	Display		No
93	Application Time	System	Display		No
90	User ID	System	Display		No
88	Location	System	Display		No
599	Request Method	System	Required		No
<b>Basic Customer Information</b>					
1	First Name	Actor	Optional	1, 7	Yes
239	No First Name	Actor	Optional	2	Yes
3	Middle Name	Actor	Optional	7	Yes
2	Last Name	Actor	Required	7	Yes
4	Suffix	Actor	Optional		Yes
7	Social Security Number	Actor	Optional		Yes
5	Date of Birth	Actor	Required		Yes
<b>Physical Address Information</b>					
9	Physical Street Address 1	Actor	Required		Yes
10	Physical Street Address 2	Actor	Optional		Yes
11	Physical City	Actor	Required		Yes
12	Physical State	Actor	Required	3	Yes
13	Physical Zip Code	Actor	Required		Yes
14	Physical Zip Code Extension	Actor	Optional		Yes
15	Physical County	Actor	Required	3	Yes

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Reference Number	Field	Source	Required/Optional /Display	Field Validation	Record Previous State
16	Physical Country	Actor	Required	6	Yes
	<b>Mailing Address Information</b>				
9	Mailing Street Address 1	Actor	Required		Yes
10	Mailing Street Address 2	Actor	Optional		Yes
11	Mailing City	Actor	Required		Yes
12	Mailing State	Actor	Required		Yes
13	Mailing Zip Code	Actor	Required		Yes
14	Mailing Zip Code Extension	Actor	Optional		Yes
16	Mailing Country	Actor	Required	4	Yes
	<b>Physical Description Information</b>				
20	Sex	Actor	Required	5	Yes
21	Eye Color	Actor	Required		Yes
22	Hair Color	Actor	Required		Yes
23	Race	Actor	Required		Yes
24	Height	Actor	Required		Yes
25	Weight	Actor	Required		Yes
	<b>Other Information</b>				
26	US Citizen	Actor	Required	10	Yes
33	Voter Registration	Actor	Required	8	Yes
247	Election Judge	Actor	Conditional	13	
246	Voter Status	Actor	Conditional	12	
32	Home Bound	Actor	Optional	14	Yes
	<b>Record Information</b>				
56	Record Creation Date	System	Required		Yes
93	Record Creation Time	System	Required		Yes
	<b>EC Card Information</b>				
234	Card Type	System	Display		Yes
56	Original Issue Date	System	Display		Yes
56	Issue Date	System	Display		Yes
56	Expiration Date	System	Display		Yes
51	EC Number	System	Display		No
61	Audit Number	System	Display		No
	<b>Audit Info</b>				
90	User ID	System	Display		No
56	Date Stamp	System	Display		No
93	Time Stamp	System	Display		No
94	Audit Transaction Type	System	Display		No

### 1.1.9 Dependencies

Include UCS Search for Election Certificate Record  
Include UCS Perform ICS Inquiry



Include UCS Assign Audit Number  
Include UCS Generate Transaction Receipt

### 1.1.10 Business Rules

1. If the EC record is being created (for the first time) as a part of the Issue EC transaction, the system will pre-populate the values entered as the search criteria and those fields cannot be edited during the transaction. (only pre-populate First Name, Middle Name, Last Name, Date of Birth, and/or Social Security Number from search **if entered**).
2. If the customer was already present prior to the Original EC transaction being initiated, the system will allow the basic information to be edited as shown in the data source table. When an EC is being reissued, the name fields can be changed.

**For example:** If Primary Actor enters First Name = "Joe", Last Name = "Smith" and Date of Birth = "02/23/1967" as search criteria (in UCS Perform Issuance Transaction), and no record was found, upon initiation of the Original EC transaction, the system will pre-populate those fields and those fields cannot be edited during the transaction.

3. The customer's Age will be calculated and displayed based on the difference between the Current System Date and the Date of Birth. The customer's age must be a minimum of 17 years 10 months.
4. If Voter Registration = "Yes", the following information must be provided:
  - i. Voter Status
  - ii. Election Judge
5. If Voter Registration = "Yes", the system will update the Voter Registration Status = "Ready for SOS Batch File".
6. If a transaction is cancelled by the user the system will set the transaction status = "Cancelled". If a transaction is cancelled, the issue and expiration dates will be null.
7. When an EC is being reissued, the EC Number will not change.

### 1.1.11 Field Validation Rules

1. If No First Name = "Yes", then First Name is not required. First Name will be null.
2. When creating a customer record, the Default value for No First Name = "No".
3. Physical State must = "TX"; physical county must be populated.
4. The default value for Country = "US"
5. The values for Sex that should be allowed are only Male or Female only. A value of "Unknown" will not be allowed to be entered during this process.
6. Physical Country must = "US".
7. If the "~" (enya) character is present in the First, Middle, or Last Name fields, an "N" or "n" value must directly follow it. (Ex: "~N" or "~n")
8. Voter Registration must be 'Yes' or 'No'.
9. The person's age must be at least 17 years 10 months. This is calculated by current age + 2 calendar months must = 18 or more years of age. The system will not allow the actor to proceed with this transaction if the applicant's age is less than 17 years 10 months.
10. US Citizen must = Yes. The system will not allow the actor to proceed with this transaction if the value for US Citizen ≠ Yes.
11. Mailing address can be out-of-state.
12. Valid values for Voter Status are:
  - a. "New"
  - b. "Change"

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c. "Replacement"

13. Valid values for Election Judge are "Yes" or "No".

14. The default value for Home Bound="No".

#### **1.1.12 Assumptions**

1. If Mailing Country is not "US", then all zeros will be entered for Mailing Zip Code.

#### **1.1.13 Open Issues**

None